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**Sent:** 2/20/2018 1:54:21 PM  
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**Subject:** Friday February 23 Meeting Materials  
**Attachments:** Final Pennsylvania Phase III WIP Expectations 4\_27\_17.pdf; interim\_phiiii\_wip\_expectations\_w\_appendix\_a\_11.30.17.pdf; February 23 2018 Agenda.docx

Everyone,

Thank you all again for another very productive meeting last Friday. The message we convey is critical if we are to succeed. I think we made a lot of progress towards defining what that message is and next steps for further development of that message. I also heard loud and clear that we can't rush this process, that the message we create has to be backed up with clearly defined, accurate data that is easy to understand. I took the weekend to regroup and with this goal in mind, I'd like to use our meeting this Friday to take this opportunity to step back and:

1. See how much we have accomplished so far.
2. Review what the expectations and requirements are, along with the deadlines that have been defined.
3. Define where we want to go and the next steps we want to take to get there.

So with this in mind, I have attached the two EPA Expectations document as a reference. The one I shared with you last week is EPA's specific expectations for Pennsylvania. The second is the EPA Expectations document for the entire Bay Watershed. I have also attached a draft agenda with the three questions I am going to look to each of you to answer for your respective workgroups:

1. What is the story that we can tell so far? Relative to the level of effort required:
  - A. Do we have numbers and/or narrative for; and, if so, what is it:
    1. Progress Made
    2. Permitting, Compliance and Enforcement Initiatives
    3. Technical and Financial Assistance and Outreach Initiatives
    4. Remaining reductions to be made
2. What are your planned next steps and what is a realistic timeframe for completing them?
3. What, if anything, should be presented to the Steering Committee in March and April?

See you next Friday, and as always, please do not hesitate to contact me if you have questions.

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